

ONLINE AWA INSTRUCTIONS FOR RETURNING EMPLOYEES

If you completed the Annual Wellness Assessment (AWA) last year, you do not need to create a new account this year. Simply click login in the top-right of the screen at www.RaleighWellnessForLife.com, and enter the same email address and password as last year (this is also the same login information used on the Provata Health app).



- If you have any difficulty logging in, just click this icon in the bottom-right corner from any page of the website to chat with Provata customer service directly for assistance.
- To reset your password, click “Forgot Password” from the login page.
- Logging in any time after April 30th will bring up your tobacco attestation and Health Risk Assessment for the 2018 AWA. Skip to the next page for instructions on completing these!

ONLINE AWA INSTRUCTIONS FOR NEW USERS

In addition to your on-site biometric screening or signed PCP form, you must also complete the Tobacco Attestation and Health Risk Assessment (HRA) within the www.RaleighWellnessForLife.com portal. New users simply need to create an account by clicking “Sign Up” in the top-right corner of the website!

1. After clicking “Sign up,” you should see the “Create an Account” screen (shown on the right).
2. Spouses of employees can select “Spouses” under affiliation. Employees just select their department.
3. After creating your account, you will immediately see the Tobacco Attestation (below). Check the box that applies to you and then click “Next” at the bottom of the screen.

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CREATE AN ACCOUNT

1 FIRST WE NEED SOME DETAILS

AFFILIATION 1

Select an affiliation

DATE OF BIRTH

- Month -

- Day -

- Year -

LAST NAME

2 SET UP YOUR ACCOUNT

FIRST NAME

WORK EMAIL ADDRESS (USERNAME)

PASSWORD

VERIFY PASSWORD

☐ I ACCEPT THE [TERMS OF SERVICE](#)

SIGN UP

2

3

TOBACCO ATTESTATION:

Everyone must complete the Tobacco Attestation Statement. You must affirm one of the following:

☒ I certify that I am tobacco-free, therefore making me eligible for the tobacco-free premium discount.

☐ I certify that I am not tobacco-free, therefore making me ineligible for the tobacco-free premium discount.

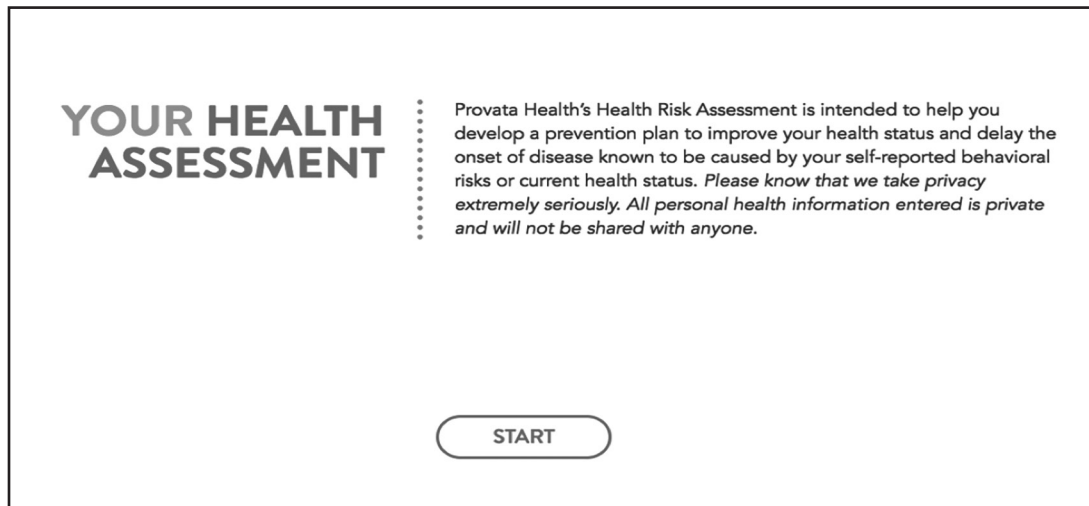
☐ I currently use tobacco and agree to participate in a tobacco cessation program. I understand that to qualify for the tobacco-free premium discount for the January 1, 2018 to December 31, 2018 benefits plan year, completion of a certified tobacco cessation program is required by November 20, 2017.*

TOBACCO-FREE means you have been tobacco free for at least three months and will not use tobacco through Dec. 31, 2018.

TOBACCO is defined as any form of tobacco products that are smoked, applied to the gums, chewed, or ingested, and/or inhaled. Including - but not limited to - cigarettes, cigars, pipes, tobacco leaf derivatives like dip or chew, snuff & electronic cigarettes.



- After the tobacco attestation, you will see your Health Risk Assessment. Click **"Start"** in the middle of the page to begin. The HRA typically takes 15-25 minutes. First you will be asked to enter your personal biometric information (Vitals). If you do not know these answers, select "I don't know." This information will also be gathered at the biometric screening and is not required for the HRA completion. There are 8 sections to the HRA, so please make sure you are reaching the end and seeing your results before closing your browser or navigating away from the page.



- The HRA is finished once you reach "Your Health Assessment Results." You can view your own personal health risks based on your HRA answers here. This information is all confidential and only seen by you. When you have finished reading, click "Done" at the very bottom of the page.



- You are now finished with your tobacco attestation and Health Risk Assessment. The final AWA requirement is to attend an on-site biometric screening or have your personal physician fill out a PCP biometrics form and submit it to screening@provataforms.com.

Questions or comments? Reach Provata Health at info@provatahealth.com or 1- 855-483-2667.